



**DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH
HEALTH PROFESSIONAL LICENSING ADMINISTRATION
BOARD OF PHYSICAL THERAPY**

To expedite the processing of your **NEW LICENSE APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying:

PT BY EXAMINATION

Checklist of Supporting Documents Required

- ☐ A complete signed application for DC License
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Name Change Documents
- ☐ Supplemental Information Form
- ☐ On-line registration to sit for NPTE through FSBPT (confirmation of national exam registration must be sent with application)
- ☐ On-line registration to sit for DC Jurisprudence Exam through FSBPT (confirmation of Jurisprudence Exam registration must be sent with application)
- ☐ Official; in a sealed envelope – Transcript from a CAPTE Accredited School of Physical Therapy with degree and date conferred
- ☐ Fee (\$264) must be in the form of Check, Money order or Certified Check -Payable to DC Treasurer.

**PT BY EXAMINATION
(Foreign-Trained)**

Checklist of Supporting Documents Required

- ☐ A complete signed application for DC License
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Name Change Documents
- ☐ Supplemental Information Form
- ☐ On-line registration to sit for NPTE through FSBPT (confirmation of national exam registration must be sent with application)
- ☐ On-line registration to sit for DC Jurisprudence Exam through FSBPT (confirmation of Jurisprudence Exam registration must be sent with application)
- ☐ Type 1 Certification by F.C.C.P.T. – must be sent directly to the DC Board
- ☐ Fee (\$264) must be in the form of Check, Money order or Certified Check - Payable to DC Treasurer.

PT BY RE-EXAM

Checklist of Supporting Documents Required

- ☐ A complete signed application for DC License
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Name Change Documents
- ☐ Supplemental Information Form
- ☐ On-line registration to sit for NPTE through FSBPT (confirmation of national exam registration must be sent with application)
- ☐ On-line registration to sit for DC Jurisprudence Exam through FSBPT (confirmation of Jurisprudence Exam registration must be sent with application); if applicable
- ☐ Fee (\$85) must be in the form of Check, Money Order or Certified Check - Payable to DC Treasurer.

PT BY ENDORSEMENT

Checklist of Supporting Documents Required

- ☐ A complete signed application for DC License
- ☐ Two (2) recent passport photos (2" x 2")
- ☐ Social Security Number or Sworn Affidavit
- ☐ Name Change Documents
- ☐ Supplemental Information Form
- ☐ Official Letter of Verification from state where you are currently practicing or have most recently practiced in – must be in a sealed envelope
- ☐ Transferred NPTE scores to the District through FSBPT
- ☐ On-line registration to sit for DC Jurisprudence Exam through FSBPT (confirmation of Jurisprudence Exam registration must be sent with application)
- ☐ Fee (\$64) must be in the form of Check, Money Order or Certified Check - Payable to DC Treasurer.